



## Special Events & Development Internship

Appleton Office / Northeast Wisconsin Area

### POSITION DESCRIPTION

Assist the Northeast Wisconsin staff in event production and management, relationship management, prospect research, donor stewardship, external event engagement, marketing and general office duties.

### PRIMARY GOALS

1. Develops a broad understanding of nonprofit operations.
2. Develop and/or enhance organizational and multi-tasking skills.
3. Learn about corporate and individual giving through fundraising and event outreach.
4. Create a lasting connection between the Make-A-Wish® mission and future experiences.

### KEY RESPONSIBILITIES

1. Assist in the research, planning & execution of our special events, including Gourmet Wishes, two signature golf outings and many external fundraising programs.
2. Assist in securing in-kind donations for event auctions via phone calls & online applications.
3. Represent the Foundation at events as needed.
4. Research potential sponsors for internal and external events.
5. Assist in the writing and/or editing of various content, special newsletter articles and Web site articles as needed.
6. Prepare materials and collateral for all events and fundraisers
7. Aid the implementation or furthering of Wishmakers on Campus and our Kids for Wish Kids program
8. General office work will be required.

### DESIRED QUALIFICATIONS

1. Sophomore standing or higher; currently enrolled in a college or university, pursuing a degree in Marketing, Business, Public Relations, Communications or related field with a minimum GPA of 3.00/4.00.
2. Organized, detail-oriented, capable of managing multiple tasks.
3. Strong written and oral communication skills.
4. Friendly, outgoing and able to build rapport with different groups of people.
5. Mature, responsible and accountable.
6. Experienced in Microsoft Office Suite.
7. Previous experience with events and/or history of volunteerism preferred.
8. Access to an automobile is essential.
9. Familiarity with the Northeast Wisconsin area is helpful.

## TIME REQUIREMENTS

- Student must be able to work within a consistent schedule during normal office hours (preferably 2-3 days per week) for a minimum of 10-15 hours per week.
- The number of hours per week will vary due to the amount of responsibility assumed, event requirements, etc.
- The duration of the internship is negotiable. Ideal candidates will be available for at least 10 weeks time. The opportunity to continue the internship is open and negotiable by both parties pending fit.
- Attendance at occasional evening or weekend meetings and events may be necessary.

## COMPENSATION

- To enable the receipt of college credits, Make-A-Wish Wisconsin will work with you to meet your school's requirements.
- A stipend will be paid based upon the satisfactory completion of the internship.
- Any work-related expenses incurred will be reimbursed.

## APPLICATION PROCESS

Interested applicants should complete the below online application:

[wish.org/wisconsin/apply](http://wish.org/wisconsin/apply)

If you prefer to mail, please send a cover letter, résumé, and references to:

Morgan Swanson  
Make-A-Wish Wisconsin  
200 E Washington St, Suite 2F  
Appleton, Wisconsin 54911  
Phone: 920.993.9994  
Fax: 920.993.9996

The successful candidate will be required to submit to a background check and sign a conflict of interest and ethics statement.

## Summary of MAKE-A-WISH® Wisconsin

**Together, we create life-changing wishes for children with critical illnesses.**

Founded in 1980 when a group of caring individuals helped a young boy fulfill his dream of becoming a police officer, the Foundation is now the largest wish-granting charity in the world, with 64 chapters in the U.S. and its territories and 39 affiliates in 50 countries on five continents. With the help of generous donors and volunteers, the Make-A-Wish Foundation grants a wish every 34 minutes and has granted more than 300,000 wishes in the U.S. since inception.

Since the Wisconsin chapter was founded in 1984, more than 7,000 families statewide can attest to the power of a wish. Currently, more than 500 Wisconsin children are in the process of having their special wishes granted. For more information about Make-A-Wish Foundation of Wisconsin or to learn how you can make a difference, please visit [www.wisconsin.wish.org](http://www.wisconsin.wish.org).

-----  
Intern Name

-----  
Intern Signature

-----  
Date